



**Ministry
of the
Environment**

**Ministère
de
l'Environnement**

GUIDE FOR REQUESTING REGULATORY RELIEF FROM LEAD SAMPLING REQUIREMENTS IN SCHEDULE 15.1 OF REGULATION 170/03, *SAFE DRINKING WATER ACT, 2002*

**Sections 38 (Municipal Drinking Water Systems) and 60 (Non-Municipal
Drinking Water Systems), *Safe Drinking Water Act***

SAFE DRINKING WATER BRANCH

December 2009

PURPOSE AND APPLICABILITY

Amendments to Ontario Regulation 170/03 (Drinking Water Systems) to reduce the potential for elevated levels of lead in drinking water at the tap, came into effect on July 26, 2007. These amendments include mandatory community-wide testing for lead, notification of results from the community testing program, and the development and implementation of corrosion control measures for lead reduction.

The requirements for community lead testing include sampling in private residences, non-residential buildings and distribution systems served by large and small municipal residential and non-municipal year round residential drinking water systems. The number of samples is based on the size of population served by the system, and is outlined in the Table in Schedule 15.1 (Lead) of the Regulation. The ministry has become aware that in certain circumstances, it may not be possible to obtain enough sampling locations to comply with the requirements of Schedule 15.1.

Under Part V (municipal systems) and Part VI (regulated non-municipal systems) of the *Safe Drinking Water Act, 2002*, the Director, through conditions of an approval, may provide relief for a drinking water system from a regulatory requirement related to the treatment of water, the sampling, testing or monitoring of water quality, or the reporting of the results.

As outlined in the December 17, 2007 letter to municipal and non-municipal residential drinking water system owners, the ministry will consider granting regulatory relief to owners who, despite best efforts, are not able to secure the required number of sampling locations. The ministry will also consider granting partial relief for small system owners who may be experiencing difficulty complying with lead sampling requirements, where it can be demonstrated on a site specific basis, that the regulatory relief will not result in any health hazard.

The purpose of this guidance document is to provide assistance to the owners of drinking water systems filling out the form entitled “Request For Regulatory Relief From Lead Sampling Requirements in Schedule 15.1 of Regulation 170/03, *Safe Drinking Water Act*” (PIBS No. 6609e). The form is part of the expedited process for existing municipal and non-municipal drinking water systems applying for regulatory relief in accordance with *s.38* and *s.60* of the *Safe Drinking Water Act (SDWA)*, from strict sampling requirements for lead and other parameters under Schedule 15.1 of the Regulation. **Please do not use this form to apply for regulatory relief for requirements other than lead sampling in Schedule 15.1. Regulatory relief cannot be granted for the sampling, testing and daily flushing requirements under Ontario Regulation 243/07 (School, Private, Schools and Day Nurseries).**

In the event that regulatory relief is granted and the owner subsequently obtains additional volunteers, the owner should take samples from all available volunteers, up to the numbers specified in the regulation.

PART I - GENERAL INSTRUCTIONS FOR APPLICANTS

1.1 Software Requirements

The form is in portable document format (PDF). In order to fill out the form and submit it electronically, Adobe Reader® software is required. With this PDF viewer, you can open and interact with the PDF document which is used to apply for regulatory relief. Adobe Reader® cannot be used to save the form with the filled in data, but applicants with the full Adobe Acrobat® software package will be able to save the form and data together. The applicant must fill out, print and submit the form without having to shut down Adobe Reader®, otherwise the data in the form will be lost. Also note that if the form is opened in a web browser such as Internet Explorer®, the data filled into the form may be lost by navigating away from the link used to download the form. The latest version of Adobe Reader® may be downloaded at no charge from the following link: <http://www.adobe.com/products/reader/>

The form can be obtained from the ministry's [Drinking Water Ontario](http://www.ontario.ca/drinkingwater) website www.ontario.ca/drinkingwater. If an applicant does not have access to a computer, a hardcopy of this form can be obtained from the local ministry office. The application may be submitted by the following methods:

1. If the Owner does not have access to a computer and email, the signed form and supporting documents may be submitted by regular mail.
2. If the Owner has access to a computer and email, the form can be filled out electronically and submitted by email in accordance with the instructions outlined Part III of this guide. The signed copy of the form and supporting documents must still be submitted by regular mail.

No fee is required to apply for regulatory relief from lead sampling.

The form and supporting documents must be mailed to the following address, in order for this application to be processed:

**The Director, Part V and VI,
Safe Drinking Water Act, Ministry of Environment,
2 St. Clair Ave. W., Floor 19,
Toronto, ON M4V 1L4**

If you have questions about the regulatory relief process including how to fill out the form, or are having technical difficulties filling out or submitting the form, please email aziz.ahmed@ontario.ca, and provide details about the problem you are experiencing.

1.2 Drinking Water System Registration

The information provided in this form should be consistent with the information provided for the system with the Drinking Water System Profile (PIBS no. 5386e). Please note that only registered drinking water systems can apply for regulatory relief. The documents listed below are available at the Drinking Water Ontario Portal www.ontario.ca/drinkingwater. For those owners who have not registered their drinking water systems, please complete the forms listed below and obtain your DWIS Number prior to applying for regulatory relief.

5385e	Drinking Water System Categorization Questionnaire
5386e	Drinking Water System Profile Information
5387e	Laboratory Services Notification (O. Reg. 170/03)

1.3 Summary of Information Sources For Community Lead Testing

The ministry has sent regular communications to drinking water system owners about the community lead testing program. This information is posted on the Ministry of the Environment's [Drinking Water Ontario](http://www.ontario.ca/drinkingwater) website, www.ontario.ca/drinkingwater, under [Lead and Drinking Water, Information for Municipal and Non-Municipal Owners and Operating Authorities of Drinking Water Systems on the Community Lead Testing Program](#). Below is a partial list of the most recent documents, which owners should familiarize themselves with prior to applying for regulatory relief:

- a. **[Summary of Amendments to O. Reg. 170/03](#)** (<http://www.ontario.ca/drinkingwater/278815.pdf>)
- b. **[Frequently Asked Questions: Community Lead Testing Program O. Reg. 170](#)** (<http://www.ontario.ca/drinkingwater/180526.pdf>)
- c. **[Guide for owners and operators of non-municipal year-round residential drinking water systems](#)** (http://www.ontario.ca/drinkingwater/stel01_046948.pdf)

Applicants may also apply for regulatory relief from strict sampling requirements under Schedule 15.1 of the Regulation by completing the form “Application Related to Municipal and Non-Municipal Drinking Water Systems”. Please see the “Guide to Applying For Approvals Related to Municipal and Non-Municipal Drinking Water Systems” on [Drinking Water Ontario](#).

4178e01	Application for Approval Related to Municipal and Non-Municipal Drinking-Water Systems (October 2003)
4467e	Guide to Applying For Approvals Related to Municipal and Non-Municipal Drinking Water Systems

Part II - INSTRUCTIONS FOR COMPLETING THE LEAD REGULATORY RELIEF FORM

The instructions for filling out the form will be listed by presenting screen captures of different sections of the form and by providing detailed instructions of how each individual box in that section should be completed.

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Print Form

Submit by Email

Request for Regulatory Relief From Lead Sampling Requirements in Schedule 15.1 of Regulation 170/03, *Safe Drinking Water Act*

This forms part of the expedited process for existing municipal and non-municipal drinking water systems applying for regulatory relief in accordance with s. 38 and s. 60 of the Safe Drinking Water Act (SDWA), from strict sampling requirements for lead and other parameters under Schedule 15.1 of Regulation 170/03 (Drinking Water Systems). This form, and any supporting documents, must be mailed to the following address, in order for this application to be processed: The Director, Part V and VI, Safe Drinking Water Act, Ministry of the Environment, 2 St. Clair Ave. W., Floor 19, Toronto, Ontario M4V 1L5

Client Name (Legal Name of individual or organization that owns the drinking water system)

Business Identification number

Business Name (The name under which the entity is operating or trading)

MOE District Office

Client Mailing Address

City, Municipality, County/District

Province

Country

Postal Code

Telephone Number

E-mail Address

2.1 Drinking Water System Owner Information

Owner Information identifies the individual or organisation having legal responsibility for the drinking water system at the time the application is being made. If the owner is a corporation, the full legal name must be provided. Normally, the Client is the legal Owner of the drinking water system. If another individual or organisation, formally authorised by the Owner, applies for approval on behalf the Owner, it is still the Owner who is considered to be the Client for the purposes of the application.

The following information about the Client is to be provided in this Section:

Client Name - this is the legal name of the Client, as evidenced by legal documents, where Client is the individual or organization.

Business Identification Number - this is the number assigned to all registered business names by the Companies Branch of Ontario Ministry of Consumer and Commercial Relations. It is not required for municipalities to fill in this field.

Business Name – This is the name under which the Owner of the drinking water system is operating or trading, and must be provided if it is different from the Client's legal name.

MOE District Office – This is the ministry office closest to the drinking water system itself. The ministry local office is available from a pick list that can be chosen by the applicant.

Owner's Mailing Address - Owner's Mailing Address is the address where the Client wishes to receive the approval and any correspondence in relation to this application. The full address should include the street address, City/Municipality/Township, Province (if mailing address is outside Ontario), Country (if mailing address is outside Canada), and Postal Code. In the **Postal Code** field, enter only the letters and numerals of the postal code, without a

space or ‘-’. Also include a telephone number where the client can be reached during business hours. In **Telephone Number** field, enter only the numerals of the area code and phone number, without ‘()’, spaces, or “-”.

Email Address – A valid email address is required for all applicants submitting the form electronically. For clients without access to a computer, who will be submitting this form in hardcopy only, this field can be left blank.

Drinking Water System Information

Drinking Water System Number	Site Name	Drinking Water System Category
<input type="text"/>	<input type="text"/>	<input type="text"/>
Drinking Water System Civic Address	Name of Owner of Supplying System	DWS Number of Supplying System
<input type="text"/>	<input type="text"/>	<input type="text"/>
System Includes: <input type="checkbox"/> Private Residences <input type="checkbox"/> Non-Residential Buildings <input type="checkbox"/> Distribution System	Population Served <input type="text"/>	Current Certificate of Approval Number <input type="text"/>
		Date of Issue <input type="text" value="December 12, 2007"/>

2.2 Drinking Water System Information

Drinking Water System Information includes identification, description and location of the site of the drinking water system to which this application for regulatory relief pertains. The following site information is to be provided in this Section:

Drinking Water System (DWS) Number - The DWS Number is assigned to the system owner when a new system is registered. If the owner does not have a DWS number because the system is un-registered, please see the instructions on system registration in Part 1.2 of this guide. If the relief request pertains to multiple drinking water systems, that are interconnected through continuous piping, or multiple drinking water systems which are not interconnected but have the same owner, please use the form “Application for Approvals Related to Municipal and Non-Municipal Drinking Water Systems (4178e01)” to apply for regulatory relief.

Drinking Water System Name - This name may be the same as the owner name, or could be another name by which the site is known such as “ABC Mobile Home Park Water System” and “Anytown Municipal Well Supply”. This name however, should be the same as the one submitted in the drinking water system registration.

Drinking Water System Category – The category is determined from filling out the Drinking Water System Categorization Questionnaire, and is assigned at the time the DWS Number is assigned. Schedule 15.1 of the Regulation applies to only small and large municipal residential and non-municipal year round residential systems, and then regulatory relief form is to be used only to apply for regulatory relief from lead sampling for these three categories.

Drinking Water System Civic Address - This is the address identifying physical location of the site within a municipality, unorganized township or an unsurveyed territory, and may be the same as the client mailing address.

Name of Owner of Supplying System - If the system seeking regulatory relief receives water from another regulated drinking water system, as is the case for a standalone distribution system or system receiving transported water, provide the name of the owner of the supplying system. Leave this box blank or enter “Same” if the system does not receive water from another system.

DWS Number of Supplying System - If the system requesting regulatory relief receives water from another regulated drinking water system, enter the DWS number of the supplying system.

System Includes: Private Residences, Non-Residential Buildings, Distribution System - This section must be filled out to determine where sampling must take place. Please click the checkbox for each of the three types of services which are connected to the drinking water system. If the drinking water system only supplies other regulated drinking water systems, without any direct connections to plumbing, then the sampling requirements of Schedule 15.1 do not apply to this system, but do apply to the systems receiving the water and distributing it to users.

Schedule 15.1 applies to municipal and non-municipal residential systems only; non-residential systems do not need to apply for relief from lead sampling. Regulation 171/03 of the *Act* states that for the purposes of the definition of "**private residence**" in subsection 2 (1) of the Act, a private residence is a dwelling place occupied for an extended period of time by the same persons, if,

- (a) the residents have a reasonable expectation of privacy;
- (b) food preparation, personal hygiene, and sleeping accommodations are not communal in nature; and
- (c) any use of the dwelling place by a resident for a home occupation, trade, business, profession or craft is secondary to the use of the dwelling place as a residence and does not use more than 25 per cent of the indoor floor area.

Private homes and individual units of multiple unit residential buildings are considered to be "private residences". There are certain types of designated facilities such as senior citizen homes and long-term care facilities, which may have private rooms occupied by the same persons, but food preparation and dining are communal in nature. In this case, this facility would not fall under the definition of a "private residence", and lead sampling requirements of Schedule 15.1 would not apply to this system: however, the lead testing requirements of Schedule 15.2 would still apply.

"**Non-residential buildings**" include shopping centers, businesses, and community centres, where these do not form part of a residential building. If there are no non-residential buildings served by the system, leave the checkbox on the form unchecked.

"**Distribution System**" means the part of a drinking-water system that is used in the distribution, storage or supply of water and that is not part of a treatment system. For the purposes of this regulation, the distribution system must directly serve a population, though service connections to the plumbing of more than one property, otherwise, leave the box on the form unchecked.

The following are **not** distribution systems within the meaning of the SDWA, and regulatory relief is not required:

- a. a system serves a single building directly connected to the well and has no external distribution piping at all, or
- b. all of the system's external distribution piping is located within a single property (for example a mobile home park with multiple buildings) and this piping is considered plumbing under the Ontario Building Code and, therefore, not a distribution system under the SDWA. Although not legally required, it is strongly recommended that the owner takes samples from this external piping, in place of the distribution samples required by the regulation.

Population Served - For the purpose of determining the number of required samples from each of the three types of services above, Schedule 15.1 deems a "**population served**" when:

- (a) a drinking water system serves a population if its distribution system is directly connected to the plumbing that serves the population;
- (b) a drinking water system serves a private residence or other building if its distribution system is directly connected to the plumbing that serves the private residence or other building.

As noted previously, a system that does not directly connect to the plumbing of residential and non-residential buildings, but is supplying treated water to other regulated systems, does not serve a population for the purposes of sampling requirements in Schedule 15.1. Therefore, the population of the receiving systems should not be included for the purposes of determining the sample size for the supplying system.

The population for community lead testing under Schedule 15.1 is the base residential population that is served by the drinking water system on a year-round basis, (ie. the number of people served in their private residences). A common

method for municipalities to determine the base population is through census rolls. Alternatively, billing and usage records, rental agreements, population projections used for system planning under the Class Environmental Assessment process, or other reasonable estimates will be accepted. Where methods other than the census roles are being used, the owner should document the rationale and methodology used. For facilities with mixed permanent and seasonal use, if there is a portion of the distribution that is shutdown during winter months, then the population living there year round should be used for determining the size of the population served by the system.

When the types of services and population served are entered, the required number of regulatory samples required for each type of service will be automatically populated by the form.

Current Certificate of Approval Number - A drinking water system owned by a municipality or municipal services board, or supplying water to a municipality under the terms of a contract between the municipality and system owner, is subject to approval requirements under Part V of the SDWA. The current certificate of approval number of the treatment plant providing water to the users should be filled in along with the date the approval was issued. For non-municipal year round residential, please put 'not applicable' if the site does not have a s.52 Ontario Water Resources Act certificate number for the water works. If a certificate of approval exists for the site, and an Engineering Evaluation Report as per the requirements of Schedule 21 of the Regulation was not prepared or a notice of it's completion has not been submitted, enter the certificate of approval number for the system and date of issue.

Description of Type of Regulatory Relief From Lead Sampling Requirements in Schedule 15.1 Being Sought

- ☐ s. 15.1-6(2)3, Requirement To Not Sample In More than One Location in the Same Building
- ☐ s. 15.1-4(1)a, Standard Sampling, Number of Samples from Plumbing Serving Private Residences
- ☐ s. 15.1-4(1)b, Standard Sampling, Number of Samples from Plumbing Serving non-Residential Buildings
- ☐ s. 15.1-4(1)c, Standard Sampling, Number of Samples from Drinking Water Distribution System
- ☐ s. 15.1-4(1), Standard Sampling, Number of Samples from non-Municipal System Receiving Water From A Municipal System
- ☐ s. 15.1-4(1), Standard Sampling, Number of Samples for several connected municipal residential systems
- ☐ Other. Specify

Number of Years for which regulatory relief is requested _____

2.3 Description of type of regulatory relief from lead sampling requirements in Schedule 15.1 being sought

The standard lead sampling requirements under Schedule 15.1 are listed below:

Standard sampling

15.1-4. (1) The owner of a drinking water system and the operating authority for the system shall ensure that, in accordance with sections 15.1-6 and 15.1-7, samples are taken during the periods described in subsection (2),

- (a) in plumbing that serves private residences, from at least the number of points set out in Column 3 of the Table to this section opposite the population served by the drinking-water system;
 - (b) in plumbing that does not serve private residences, from at least the number of points set out in Column 4 of the Table to this section opposite the population served by the drinking-water system; and
 - (c) in the drinking water system's distribution system, from at least the number of points set out in Column 5 of the Table to this section opposite the population served by the drinking-water system.
- (2) The samples required by subsection (1) must be taken during each of the following periods:

1. The period from December 15, 2007 to April 15, 2008 and the corresponding period in every subsequent 12-month period.
2. The period from June 15, 2008 to October 15, 2008 and the corresponding period in every subsequent 12-month period.

TABLE STANDARD SAMPLING – NUMBER OF SAMPLING LOCATIONS				
Column 1 Item	Column 2 Population Served by Drinking -Water System	Column 3 Number of Sampling Points in Plumbing that Serves Private Residences	Column 4 Number of Sampling Points in Plumbing that Does Not Serve Private Residences	Column 5 Number of Sampling Points in Distribution System
1.	1-99	5	1	1
2.	100-499	10	1	2
3.	500-3,299	20	2	4
4.	3,300-9,999	40	4	8
5.	10,000-49,999	60	6	12
6.	50,000-99,999	80	8	16
7.	100,000 or more	100	10	20

15.1-6. (1) The owner of a drinking water system and the operating authority for the system shall ensure that a sample taken from plumbing under section 15.1-4 or 15.1-5 is taken only with the consent of the occupant of the premises served by the plumbing.

(2) In selecting points in plumbing from which samples are to be taken under section 15.1-4 or 15.1-5, the owner of the drinking water system and the operating authority for the system shall ensure that the samples comply with the following rules:

1. Subject to paragraph 2, samples must be taken from,
 - i. plumbing that is connected or is suspected of being connected to lead service pipes, or
 - ii. lead plumbing or plumbing that is suspected of being lead plumbing.
2. To the extent that it is not reasonably possible to take samples from plumbing described in paragraph 1, samples may be taken from,
 - i. plumbing that is connected or is suspected of being connected to service pipes that are not lead service pipes but have lead solder, or
 - ii. plumbing that is not lead plumbing but has or is suspected of having lead solder.
3. Samples must not be taken from more than one point in the same building.

The checkboxes listed, allow the owner to specify from which of the above sampling requirements that regulatory relief is being sought.

☐ **s. 15.1-6(2)3, Requirement To Not Sample In More than One Location in the Same Building**

Check this box if regulatory relief is sought from the prohibition against sampling in more than one point in the same building. This applies to drinking water systems serving multiple unit residential buildings.

☐ **s. 15.1-4(1)a, Standard Sampling, Number of Samples from Plumbing Serving Private Residences**

Check this box if regulatory relief is sought from compliance with the required number of residential samples for the corresponding population served, as outlined in the table above. Relief may be granted under this section for those owners who cannot secure enough volunteers to meet the sampling requirements.

☐ **s. 15.1-4(1)b, Standard Sampling, Number of Samples from Plumbing Serving non-Residential Buildings**

Check this box if regulatory relief is sought from compliance with the required number of non-residential samples for the corresponding population served, as outlined in the table above. Relief may be granted under this section for those owners who cannot secure enough volunteers to meet the sampling requirements. If there are no non-residential buildings, or the number of non-residential buildings are fewer than the number of required samples, then relief is not required.

☐ **s. 15.1-4(1)c, Standard Sampling, Number of Samples from Drinking Water Distribution System**

Check this box if regulatory relief is sought from compliance with the required number of distribution system samples for the corresponding population served, as outlined in the table above. Please see the earlier discussion in 2.2 on the definition of a distribution system.

☐ **s. 15.1-4(1), Standard Sampling, Number of Samples from Non-Municipal Systems Receiving Water From A Municipal System**

Check this box if a non-municipal system, receiving water from a municipal system, is seeking regulatory relief from compliance with the required number of system samples for the corresponding population served, as outlined in the table above. Section 5(4) b(iii) allows the supplying system to “comply on behalf of the owner of the system that obtains the water”, but the required number of samples is still determined by the population served by the system receiving the water. Regulatory relief must be granted to allow the system which supplies water to conduct lead sampling “as if it were part of the distribution system from which the water is obtained”.

☐ **s. 15.1-4(1), Standard Sampling, Number of Samples for several connected municipal residential systems**

Check this box if regulatory relief is sought for a municipal system, that is part of a number of other connected municipal systems, and relief is being sought for the one system. If more than one of the connected systems are seeking regulatory relief from lead sampling, then the form “Application for Approval Related to Municipal and Non-Municipal Drinking Water Systems” should be used to apply for relief.

☐ **Other. Specify**

Check this box if the regulatory relief being sought is not covered in the previous check boxes. Please ensure that the type of relief being sought is detailed in the box provided.

Samples in each of the sampling periods of December 15 - April 15 and June 15 - October 15

	Number of Samples From Plumbing Serving Private Residences	Number of Samples From Plumbing From Non-Residential Buildings	Number of Samples From the Distribution System
Samples required under Sch. 15.1-4 of Reg. 170/03			
Proposed Number of Samples			

2.4 Samples required under Schedule 15.1-4 of Regulation 170/03 and Proposed Number of Samples

The form will automatically populate the required samples based on the types of services and the population served. If the number of samples for any section appears to be incorrect, check the data provided in the Drinking Water System Information of the form.

Proposed Number of Samples - For each of the three types of services, please specify the proposed number of samples to be taken if regulatory relief is granted. The number of samples may be the same as that required by regulation, if relief is being requested only from the prohibition on taking more than one sample from a single building, as per s. 15.1-6(2)3. If relief is being requested to take fewer samples than regulated requirements, please ensure that

this sampling is completed prior to the end of the prescribed sampling period (for example April 15), even if the request for regulatory relief is not processed by that time.

Requested number of years that regulatory relief should be effective for - The applicant should specify the time period for which this relief is being sought, by using the options provided in the pick list. The maximum time period allowed is 5 years, and but the Director may approve a shorter time period of relief than what was requested.

Summary of Relief Being Sought and Reasons For Seeking Relief

2.5 Summary of Relief Being Sought and Reasons for Seeking Relief

Please provide details on the relief being sought and any background information that the Director should consider when reviewing this application for relief. For applicants seeking a reduction in sampling due to a lack of volunteers from residential locations, please detail the efforts made to secure volunteers, and include any documents such as news paper advertisements, flyers, list of phone calls made etc. in Section 2.11 below.

For large municipal residential systems seeking a reduction in lead sampling, how will the need for a Corrosion Control Plan as per Sch. 15.1-11 be assessed?

2.6 Sampling Frequency Reduction and Assessing the Need for a Corrosion Control Plan

A corrosion control plan must be prepared for large municipal residential systems, which meet the following:

- 15.1-11.** (1) This section applies to a large municipal residential system if,
- (a) in two of the three most recent periods described in section 15.1-4 or 15.1-5, more than 10 per cent of all the samples taken from plumbing under that section and tested for lead exceed the standard prescribed for lead, according to the results of the tests conducted under section 15.1-7; and
 - (b) in each of the two periods mentioned in clause (a), the number of samples that exceed the standard prescribed for lead is at least two.

If regulatory relief is being sought to reduce the number of sampling locations, describe how it is proposed to determine the need for the preparation of a corrosion control plan.

Description of consultation with or notification of users of drinking water system regarding relief request:

2.7 Notification of System Users

Please describe if the users of the drinking water system were made aware of the request for regulatory relief and provide a description of the type of consultation or notification that was undertaken (eg. Meeting, open house, letters etc). It is not mandatory to consult with the users of the system, but as part of the conditions of relief, the Director may require that the users be notified, especially if there are populations vulnerable to excessive lead levels that are served by the system.

Yes No

- ☐ ☐ Are there lead service lines in this system ?
- ☐ ☐ Does this system serve users vulnerable to excessive lead levels in drinking water such as pregnant women or young children (six years of age and under)?
- ☐ ☐ If this is a municipal residential system or a request for relief from all sampling requirements of Schedule 15.1-4(1), has there been consultation with the Local Medical Officer of Health regarding request for relief. If yes, specify:

2.8 Presence of Lead Service Lines

If the presence of lead service lines is confirmed or suspected, please check “Yes”.

2.9 Vulnerable Populations Served

Most systems which are connected to private residences do serve or have the potential to serve populations vulnerable to elevated lead levels (such as children under the age of six and pregnant women), and therefore the box should be checked “Yes”. If the system serves an adults only community (such as a retirement community or mobile home park restricted to adults), then the box can be checked “No”. If the box is marked “No”, please provide standard lease agreements, charters or other documents to support that this community is unlikely to serve users vulnerable to elevated lead levels.

2.10 Consultation with Local Medical Officer of Health (MOH)

Consultation with the Local MOH is only required if the relief being sought is from all sampling required under Schedule 15.1. If all or a portion of sampling will still occur, then consultation is not required.

☐ Other Supporting Documents to be mailed with application. If yes, please list below:

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

2.11 Other Supporting Information:

Please list any letters to users, meeting results, communications with the MOH, previous sampling results, letters sent to the ministry etc. to support this application for relief. It is also required that copies of all the documents listed be provided with the hardcopy application to the Ministry.

-
- ☐ I acknowledge that this form and all supporting documents listed above must be mailed to the address indicated at the beginning of this form, in order for this request for regulatory relief to be processed.

2.12 Acknowledgement of Requirement To Mail Application

Please check this box to acknowledge that you are aware of the need to submit a signed hardcopy of this form, along with all supporting documents to process this application for regulatory relief. The requirement to mail the application and supporting documents is in addition to the electronic submission process.

Statement of Client

I, the undersigned hereby declare that, to the best of my knowledge, the information contained herein and the information submitted in support of this application is accurate.

Name (Given Name, Surname)

Title

Signature

Date, (dd/mm/yy)

2.13 Statement of Client

Statement of Client is the Owner's affirmation that to the best of his/her knowledge the information provided in the request for regulatory relief and any supporting information is accurate.

Name and Title – Fill in the name and the title of the Owner (if the Owner is an individual or sole proprietor), or an individual authorized to sign documents on behalf of the Owner. If the person signing the application is not the Owner who is an individual or sole proprietor, or where the Owner is a corporation and the person signing the application is not an officer of the corporation identified in the documents of the incorporation (eg. President, CEO, CAO,, Municipal Clerk), the Owner's written authorization for the person signing the application, must be enclosed with the application. For example, that person must be authorized by the other partners to do so on their behalf.

Signature and Date: The printed application must be signed and dated by the person identified above. When filling out the application form, please enter "Original Signed"

Note: It is an offense under Section 140 of the *Safe Drinking Water Act* to knowingly give false information to the Ministry with respect to matters under the *SDWA* and the regulations.

2.14 Fees

As noted previously, no fee is payable for a request for relief from compliance with Schedule 15.1 of Reg. 170/03.

Part III - INSTRUCTIONS FOR PRINTING AND SUBMITTING THE FORM

By pressing the **Print Form** button on the electronic form, a hardcopy will print on your designated local printer. This document should be signed, and submitted with the supporting documents to the ministry. **Remember that the form data cannot be saved using Adobe Reader® alone, so please print and submit in the same session.**

By pressing the **Submit By Email** button, the data inputted into the form will be submitted as an XML datafile through your default email service. Making this electronic submission will expedite the processing of the application by the Ministry. However, you must submit the printed copy of your application, signed by the owner or other authorized person, and all supporting documents, by mail as well.

When the submit button is clicked, you should see the following screens:

- a. Step 1: The screen below will allow the user to enter the type of email service normally used to send and receive email from that computer. Either desktop email software or internet email (eg. Yahoo®, Hotmail®) can be used to submit the form.

The screenshot shows the Adobe Acrobat Professional interface with the form titled "Request for Regulatory Relief From Lead Sampling Requirements in Schedule 15.1 of Regulation 170/03, Safe Drinking Water Act". A dialog box titled "Select Email Client" is open, asking the user to indicate the option which best describes how they send mail. The options are: Desktop Email Application (selected), Internet Email, and Other. The form fields are partially filled: Client Name (Legal Name of individual) is "Any System Inc.", Client Mailing Address is "123 Any Street", Province is "ON", Country is "Canada", and Population Served is "200". The Drinking Water System Category is "Non-Municipal Year Round Residential".

- b. Step 2: This screen prompts the user to switch to the email client. Please note that Acrobat Reader® cannot be used to save data on this form, as previously indicated.

The screenshot shows the same Adobe Acrobat Professional interface with the same form. A dialog box titled "Send Data File" is open, prompting the user to click "Send Data File" to switch to their email client and send the form's data file. The form fields are the same as in the previous screenshot: Client Name "Any System Inc.", Address "123 Any Street", Province "ON", Country "Canada", Population Served "200", and Drinking Water System Category "Non-Municipal Year Round Residential".

- c. Step 3: When the email client opens, the user should see a window like the one below, when using Microsoft Outlook® . Please send the email and the XML data file that is already attached to the address that has been pre-populated in the response.

